



# CAREER OPPORTUNITY

**CITY OF LA HABRA, CALIFORNIA**  
**HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631**  
**201 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000**

## CIVIC CENTER

**HEAD START**  
**FAMILY SERVICE AIDE X-00**  
(Temporary/limited term)  
Bilingual (English/Spanish)  
Salary Range: \$10.107/hr. - \$14.221/hr.

The City of La Habra is recruiting to fill the position of Bilingual Family Service Aide for the Head Start Program. The position is a limited term position, working 8 hours per day. This is a grant-funded position and is subject to continuation of grant funding.

### **DEFINITION:**

Under general supervision, serves as Family Service Aide for the Head Start Program; provides on-going contact with families; provides support to the program by performing clerical duties, attends meetings and assists as needed; and performs related duties as required.

### **ESSENTIAL DUTIES** *(Duties may include, but are not limited to the following):*

- Provides on-going contact with Head Start families and makes home visits.
- Assists families in their development of Family Partnership Agreements, including but not limited to community referrals as identified.
- Facilitates referrals for children and families to include, but not limited to: nutrition, health, and disabilities.
- Attends meetings locally, in Santa Ana, or other locations.
- Assists in setting up and taking down equipment and materials for parent center meetings.
- Performs clerical duties, including typing, photocopying, and maintaining family tracking sheets.
- Assists Family Service Advocate as necessary.
- Provides bilingual services (English/Spanish) as needed.
- Maintains a variety of records and files.
- Performs related duties as required.

## **QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- The Head Start Program.

### **Ability to:**

- Perform general clerical duties including typing, photocopying, and maintaining family tracking sheets.
- Operate a computer.
- Deal effectively with staff, children, and parents.
- Speak, read, and write in English and Spanish.
- Establish and maintain on-going communication and contact with families involved in the program.
- Assist in setting up and taking down equipment and materials for parent center meetings.
- Assist Family Service Advocate as needed.
- Provide support for the program as needed.
- Provide excellent customer service to members of the community and all those contacted while performing job functions.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Combination of education and experience providing the qualifying knowledge, skills, and abilities. Applicants must be bilingual (English/Spanish) verbally and in writing. Applicant must have reliable transportation and proof of automobile insurance coverage.

## **LICENSE REQUIREMENTS:**

Applicants must possess and maintain a valid California Class C Driver's License.

## **APPLICATION PROCEDURE:**

Applications are available on the City's website at [www.lahabraca.gov](http://www.lahabraca.gov) or in the Human Resources Department. **Applications will be accepted until a sufficient number have been received from which to make a selection**, so please apply immediately. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification and DMV check. All new employees will be fingerprinted for a criminal history check with the Department of Justice.

If an accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.  
Any provision herein may be modified or revoked.***